

**HUMPHREYS COUNTY, TENNESSEE ECONOMIC DEVELOPMENT  
COUNCIL  
REQUEST FOR QUALIFICATIONS  
FOR DEVELOPING A PARK MASTER PLAN  
FOR EXISTING CITY PARKS IN HUMPHREYS COUNTY**

**PROJECT SUMMARY**

The Humphreys County Economic Development Council is seeking a “Statement of Qualifications” regarding professional master planning services for the existing city parks in McEwen, New Johnsonville and Waverly. This Master Plan will drive long-range planning, direct decision-making, and resources toward a clearly defined vision for each park, including development and redevelopment of the parks, facilities, open space, and recreation system, over the next ten (10) years.

**SCOPE OF WORK**

The planning process will consist of the following components: needs assessment, visioning, identifying and evaluating community needs, evaluation of ongoing park programs, priorities, opportunities, suggestions for additional future park facilities and renovations of existing facilities and creating a phased implementation and financial plan. The firm selected by the Humphreys County Economic Development Council will create a document which summarizes the planning process, data collected, the analysis of forecasted needs, and implementation strategies for review and approval of the Council.

**EVALUATION CRITERIA**

The Council will evaluate all submittals received by the stated deadline. The Council reserves the right to select a firm/team or to select firms that will be asked to make a presentation to the Council and selection committee. It is anticipated that selection criteria for these presentations will be based as follows:

1. Firm Experience, 40 points
2. Personnel Experience, 25 points
3. Project Understanding, 15 points

4. Project Approach, 15 points
5. References, 5 points

Following the conclusion of the interviews, it is anticipated that the Council's selection committee will meet and rank the firms. The Council anticipates entering into contract negotiations with the top-ranked firm/team. This Request for Qualifications does not commit the Council to award a contract or share in the expense of preparing a proposal. The Council reserves the right to reject any or all submittals, to waive any irregularities, and waive or modify any provisions of this request for qualifications, and to make the final determination, along with the cities, as to the best architect for the firm for the project.

Park planners and park consultant firms may submit their interest and qualifications for consideration by submitting a letter of interest and qualifications to:

Ted Moore, Executive Director  
Humphreys County Economic Development Council  
P. O. Box 218  
101 West Main Street  
Waverly, Tennessee 37185

Or by email to: [director@humphreyscountytncdc.com](mailto:director@humphreyscountytncdc.com)

All statements of interest and qualifications must be received on or before Friday, January 26, 2024, at 4:00 P.M.

The statement of interest and qualifications must include the scope of services the firm can provide. Questions regarding this Request for Qualifications may be submitted to Ted Moore: [director@humphreyscountytncdc.com](mailto:director@humphreyscountytncdc.com)

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin.

## **EXISTING PARKS**

McEwen, Tennessee

Byram D. Phy Municipal Park, 1 Fortner Road, McEwen, TN

New Johnsonville, Tennessee

C L Edwards Memorial Park, 414 Ashe Avenue, New Johnsonville, TN

Waverly, Tennessee

Richland Avenue Park, Richland Avenue, Waverly, TN

Asbury Park, North Powers Blvd., Waverly, TN